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**Financial Management**

**AIR FORCE AUDIT AGENCY (AFAA)**  
**COMMANDERS AUDIT PROGRAM (CAP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI 65-301 and states policy guidance, procedures and controls necessary to achieve effective use of the Air Force Audit Agency Commanders Audit Program. This instruction applies to all organizations and units assigned and attached to McChord AFB who derive benefits from the program.

**1. The AFAA Program:** The AFAA has instituted a program to make audit resources available for commanders' use. A specified number of audit hours will be made available by the AFAA toward the program each year. These hours will be available for AMC and tenant organization commanders and staff agencies.

**2. Policy:**

- 2.1. Audit reports resulting from these audits will normally be addressed to the requesting commander (usually wing or tenant commander).
- 2.2. Findings involving irregular conduct or violation of Public Law will not be considered within the purview of this program. Such findings will be reported in accordance with current AFAA procedures for reporting irregular conduct and other significant matters.
- 2.3. Centrally directed audits and locally scheduled audits with more significant audit needs will normally take precedence over requests for commanders audit services.
- 2.4. Requests for commanders audit services may be accepted from commanders if the requests meet the following criteria:
  - 2.4.1. The AFAA must have the authority and responsibility for audit of the function or activity in which the service is requested.

2.4.2. The request is not for data reasonably available and obtainable through command channels or other sources.

2.4.3. The Security Assistance Program (Foreign Military Sales and Military Assistance Programs) or the appropriation "Contin-gencies, Defense" are not involved. DOD instructions require special reporting in these areas.

2.5. Normally, the following types of requests will not be honored:

2.5.1. Change of custodian or accountable officer.

2.5.2. Retirement of records.

2.5.3. Gathering data to respond to an inspection report (e.g., Inspector General, Air Force Office of Special Investigations or General Accounting Office).

### **3. Processing Requests for Commanders Audit Services:**

3.1. The focal point for processing requests within the 62d Airlift Wing (62 AW) will be the wing commander (62 AW/CC). Prioritized requests will be submitted to the AFAA by the 62 AW Command Section. McChord AFB tenant units will establish their own focal point for processing requests.

3.2. The Chief, Area Audit Office, is authorized to approve/disapprove all requests and will immediately advise commander if a request cannot be honored.

CRAIG P. RASMUSSEN, Colonel, USAF  
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